

TYPING CERTIFICATE INSTRUCTIONS

A typing certificate must be submitted with your application. Criminal Records Specialist and Police Communications Dispatcher require a typing speed of 40 net words per minute and Administrative Secretary requires 60. Typing certificates may be obtained at the following locations:

Please call to schedule an appointment at any of the locations listed below:

FLAGSTAFF AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
Kelly Services 2268 N. Walgreen St., # 101 Flagstaff	(928) 526-5662	\$10.00 cash/money order Exact change only	Please call for appointment

TUCSON AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
Pima County Comm. College Desert Vista Campus Center for Training & Development 5901 S Calle Santa Cruz 85709	520-206-5114	\$10.00 cash/check/charge	Mon-Thur 10 & 10:30 or 3 & 3:30

PHOENIX AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
Kelly Services 3030 N. 3 rd St., # 790 (7 th floor) Phoenix	(602) 264-0717	\$10.00 cashiers check/money order	8:00 am – 4:00 pm
1400 E. Southern Ave., # 410 Tempe	(480) 838-8405	\$10.00 cashiers check/money order	8:30 am – 4:00 pm
8147 E. Evans Rd., # 3 Scottsdale	(480) 998-5938	\$10.00 cashiers check/money order	9:00 am – 4:00 pm
10575 W. Indian School Rd. Avondale	(623) 772-9839	\$10.00 cashiers check/money order	9:00 am – 3:30 pm

In addition to the above locations, vocational schools and community colleges might also be willing to provide certification of typing scores. Call institutions in your area to check on policies.

If you already have a typing certificate issued within the past twelve months from a recognized service or institution, you do not need to re-test. Just attach a copy of it to your application.

If you have any questions, or experience any problems with obtaining certification, please call Human Resources at (602) 223-2290.